

Arizona Veterans Hall of Fame Criteria and Nomination Form 1

AVHOF Program, Addendum 1: Photo Guidance Updated Nov. 2024

A. Induction into the Arizona Veterans Hall of Fame is a unique experience, reflecting how, after their military service, veterans have continued to serve society and the veteran community. To make this experience as memorable as possible for Inductees, families and friends, UAV requires high-resolution original digital photos or high-resolution scans of physical photographs. The uses of this media include, but are not limited to, print, broadcast or social media, program booklets, and the Arizona State Capitol Museum displays.

B. PURPOSE: This Photo Guidance is to ensure that the Nominators of AVHOF Nominees submit military and civilian photographs of similar size and standard. Digital photographs are preferred. However, it can be difficult to provide digital photos. People may have few photographs of their time in service. Some may not have any digital pictures, but only physical photographs. Over time, these photographs may have deteriorated, or become fragile. If Nominators or Nominees don't have any digital photographs, or the ability to scan the original at 600 DPI, then contact UAV at SECRETARY@AZUAV.ORG. We can help find a way to obtain high-resolution pictures.

C. REQUIREMENTS: Working with digital images is not a simple thing to explain. Think of it like this: Image resolution and image file size are both important because they affect the quality of the finished article. In a simple sense, image resolution is how an image looks or comes across when you look at it. Resolution affects how your photo looks printed; the higher the resolution, the better and sharper the image looks when printed or projected. Image file size is an indicator of how much "information" is in the file. The more, the better.

Resolution is measured by the number of pixels, or dots per inch (DPI). The most common printer/scanner setting is 300DPI. This is high enough for non-professional photos, but it is not high enough for printing, projection, and historical purposes. This is why something pulled from the internet will not work. Physical pictures that need to be scanned should be scanned at least 600 DPI. Look in the scanner menu for the DPI setting, or look for an "advanced setting."

E. SPECIFICATIONS: the images need to be as large as possible. A headshot or other photo more than 1 MB or larger will probably work fine. Best rule of thumb: If you view the image on screen at 100% (all viewers have some way you see the percent size, etc.), the image on your screen should look at least 5 x 7 for a portrait or headshot (or the height of your hand roughly). If the only photo available is a group photo, the Nominee's head and shoulders in the photo need to be 5x7.

PLEASE DO NOT "CROP" PHOTOGRAPHS!

Cropping should only be done by the graphic designer. Cropping the image or increasing the size of a low-resolution image will affect the photo quality.

APPLE USERS: THE AVHOFS FORM WILL NOT ACCEPT HEIC FORMAT PHOTOS. PLEASE CHOOSE THE JPEG FORMAT OPTION FOR YOUR PHOTOGRAPHS.

If you have questions or are unsure if a particular photograph is suitable, please reach out to Unified Arizona Veterans at SECRETARY@AZUAV.ORG. We may need to forward the photo to our graphic designer for a decision.

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RESOURCES FOR PHOTOGRAPH AND DOCUMENT SCANNING:

Libraries, print shops, and office supply stores such as Staples, Office Depot or Office Max can scan required AVHOF Nomination photographs, and documents such as letters of recommendation, post-military awards.

RESOURCES FOR RENAMING FILES AND FOLDERS:

Required Title for Upload: Name of Nominee - Title of Document

Example: "Joe Smith - Recommendation Letter 1"

Here are some videos that explain how to rename a file or folder.

Windows 10: <https://www.youtube.com/watch?v=t4u2ePxZPIc>

Windows 11: <https://www.youtube.com/shorts/JyVQd-yAFQo>

Questions about the AVHOF process are welcome-please email Secretary@azuav.org (Carol Culbertson).

PLEASE IDENTIFY YOURSELF AND YOUR NOMINEE(S) IN ALL EMAILS OR TEXTS.